

Treasurer – Position Description

Overview

The position of Treasurer is an elected office. Each year in August the Immediate Past President heads a nomination committee to recruit and vet candidates for the elected offices for the next year. The slate of candidates is announced to the membership in November and voted on in the December Annual Meeting. The term runs from January 1st until December 31st.

The Treasurer is responsible for all funds of the organization. The Treasurer is a member of the Board of Directors.

Qualifications

Any candidate for the position of Treasurer must be a member in good standing. Good standing includes:

- Dues paid
- At least 8 hours of continuing education
- At least 20 hours of annual service from project categories of VM, ES, YH and QL
- Passed background check

Job Duties

- Be responsible for all funds for HMGA
- Maintain a bank account
- All funds will be deposited and disbursed from the bank account
- Make disbursements as approved by the board and backed by receipts or invoices
- Use an accounting system such as QuickBooks
- Report activity and current balance at each regular board meeting
- Recommend an annual budget
- Collect yearly dues
- Ensure that a yearly audit is done and presented to board
- Annual audit may be done by a committee appointed by the president or an outside expert
- File all required IRS paperwork
- File annual SCC report
- Turn over all records to a successor
- Possibility of additional duties as appropriate to the position of Treasurer